

FACILITIES RENTAL FORM - TYSON RECREATION CENTER

1880 NE Griffin Oaks St, Hillsboro, OR 97124 | (503) 615-6552 | 503.681.6124 (fax) | Hillsboro-Oregon.gov/ParksRec

RENTER CONTACT	T INFORMATI	ON									
Name of Renter: (organization or inc	lividual)										
The Renter is a:		☐ Hillsboro	Resident	□ Non-Resi	ident						
Main Phone Number:				Cell Phone:	Il Phone:						
Email Address:											
Mailing Address:											
•		Street			City	Sta	te Zip Code				
Person supervising This person must be Day-of Phone Num	e present thro	ughout the du	ration of the	event. Does n	ot need to be	the same person	as the renter.				
RENTAL DATE(S)	& TIME(S) (№	linimum 2 H	ours, Maxin	num 8 Hours)							
Requested Date o	f Use:	(1st choice) _			(2nd choice)						
Arrival Time:		Departure Time:									
Event Start Time:		Event End Time:									
TOTAL HOURS OF USE:		Attendance (Max 80):									
RENTAL RATES	<u>Full Buildir</u>	<u>ng</u>	Event Hall	Gam	ne Room	Classroom					
Resident Fees:	□ \$100/	hr	□ \$50/hr		\$25/hr	□ \$25/hr					
tandard Fees:	□ \$150/	hr	□ \$75/hr		\$35/hr	□ \$35/hr	+ \$50 Cleaning fee for all rentals				
Non-Profit:	□ \$80/h	r	□ \$40/hr		\$20/hr	□ \$20/hr					
EVENT INFORMAT	TION			Disclaimer: At	tendance with	70 or more guests re	equires full building rental.				
Description of Eve	nt:										
What equipment	would you li	ke to use fro	m the facil	lity? (Included v	with rental. Eq	uipment will be set	up for you.)				
☐ Tables (10	round)	Bluetooth S	peaker		Cornhol	le Boards	Stage (8ftx12ft)				
☐ Chairs (50)		Gaming Sys	tems		Mini Ba	Board Games					
☐ Ping Pong	Table	Foosball Table (Game Room Only)			Video P	rojector					



FACILITIES RENTAL FORM - TYSON RECREATION CENTER

1880 NE Griffin Oaks St, Hillsboro, OR 97124 | (503) 615-6552 | 503.681.6124 (fax) | Hillsboro-Oregon.gov/ParksRec

EVENT INFORMATION continued					
Is this event open to the public?	Yes	□ No			
Will any fees be charged?	Yes	□No	(e.g. admission fees, sale of food/alcohol, donations)		
Will alcohol be served?	Yes	□ No		TBD	Note: Must adhere to our Alcohol Policy and OLLC rules.
Use of chafing dish fuel cans?	Yes	□No		TBD	
heating appliances, or barbeque? Please describe	Yes	□ No		TBD	Note: Manager approval required. Battery-operated candles only.
Any specialty equipment you plan to bring? Please describe	Yes	□ No		TBD	Note: manager approval required

INSURANCE REQUIREMENTS: Tyson Recreation Center recommends that all event hosts acquire insurance. Private individuals should acquire insurance through the Event Helper, while organizations should acquire a Certificate of Liability from their insurance agent. **Insurance is mandatory if you are serving alcohol during your event and your total attendance is more than 50 people.** If you intend to provide alcohol service at your event, you must abide by the Alcohol Policy and OLCC rules.

RENTAL GUIDELINES

- We accept Visa, Master Card, Discover, cash, or check.
- All fees must be paid in full when booking your rental.
- Your rental contract must be signed at the time of your rental.
- Any cancellations should be made at the earliest possible date.
- No refunds or credits are given if a cancellation or change is made within 72 hours of your rental time.
- A refund is given if a cancellation or change of date is made more than 72 hours before your rental time.
- Refunds may take up to 10 15 working days to process (no cash refunds available).
- Due to unforeseen circumstances, HP&R reserves the right to reschedule/cancel your facility rental.
- You are responsible for any property damage to the building or equipment during your rental.
- Tobacco products, and vaping are not allowed on the premises.
- Alcohol service must stop 60 minutes prior to the conclusion of the rental.
- Balloons with helium must be secured at all times. No Water Balloons.
- To preserve the integrity of our facility, we do not allow decor to be adhered to walls/ceiling (no tape), decor must be free-standing and no confetti. No inflatables, bouncy houses, or water slides.
- Rental departure time should start 15 minutes before your exit rental time to give your party enough time to get everything of yours out of the building in time.

FACILITY SUPERVISOR

A Facility Supervisor (FS) will be scheduled for your rental. The FS will set up for your rental, open the doors at the time your signed contract states, monitor your event, be available to assist in the case of an emergency, and will provide the clean-up of your rental.